



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

ETHICS COMMISSION STANDARD OPERATING PROCEDURES FINANCIAL DISCLOSURE STATEMENT Adopted November 16, 2005

Legal Authority:

Article 3. Code of Ethics of the Code of Ordinances

Definition:

The disclosure of one's financial interests is a common requirement made of government officials at all levels. Disclosure serves several purposes:

- It enables ethics officials and the public to monitor possible conflicts of interest.
- It demonstrates to the public that interests are not hidden, and that generally, officials and employees are not in conflict of interest situations.
- It allows voters to evaluate the suitability of candidates for public office.

Filing a Financial Disclosure:

1. The Ethics Ordinance requires Financial Disclosure Statements to be filed by elected and certain appointed City Officials, and certain City employees. All candidates for a City elected office must also file Financial Disclosure Statements.
2. All gifts from a person or entity having a contract or doing business with the City or a person or entity regulated by the City must be reported with the following:
 - Name of Donor
 - Gift
 - Value

(For the purpose of this disclosure, gift includes the transfer of anything of economic value, regardless of form without adequate consideration.)

3. Financial Disclosure Statements must be filed annually, not later than January 31st of each calendar year. Candidates for elective offices or appointees to the boards and commissions subject to this provision must file a Statement at the time they file their certificate of candidacy or are appointed to a board or commission.
4. The Statements are reviewed by the Ethics Commission to determine whether the information provided indicates the existence of any conflicts of interest.
5. The Commission maintains statements as public records available for public inspection and copying.
6. Failure to comply is a violation of the Ethics Ordinance, and the Commission may order administrative sanctions or refer the matter to the appropriate civil authority for enforcement.

Revisions: